

DATE OF LETTER

Ms. Susan H. Smith
Director
Office of Contractual Review
Division of Administration
P. O. Box 94095
Baton Rouge, Louisiana 70804-9095

Dear Ms. Smith:

The following contract(s) is/are being submitted to your office this date for review and approval in accordance with Louisiana Revised Statutes 39:1481 et seq. and the rules and regulations adopted pursuant thereto:

Submitting Agency - *(agency name)*

Contractor - *(contractor name)*

Amount - *(maximum amount of contract)*

Upon approval of said contract(s) please return to :

(List Name and Return Address)

Your cooperation in this regard is greatly appreciated. If additional information is needed, please call *(phone number)*.

Sincerely,

NAME OF PREPARER

TITLE